

SAC MINUTES

TO: Simplified Acquisition Committee Member

FROM: Director, Division of Acquisition Programs,
Office of Logistics and Acquisition Operations (OLAO)

SUBJECT: SAC Meeting Minutes, February 13, 2002

Attendees:

John Best, OD/OLAO/ASRB
Antionette Bridges, NIEHS
Brenda Briscoe, NIDCR
Angela Childers, NIAMS
Inez Demery, NICHD
Ana Ferreira, NINR
Manny Gomez, NIDDK
Rebecca Guenthner, NIAID
Rena Harris, NIAMS
Patricia Haun, NIDDK
Debra Hawkins, NHLBI
Carol Hayden, OD/OLAO/DSSA

Bessie Hoskins, OD/OAMP
Sue Kaminski, OD/OLAO/DAP
Priscilla Logan, NIAAA
Andre Moody, OD/OLAO/DLS
Teresa Newman, NIGMS
Al Plyer, CC
Caren Rasmussen, NCI
Karen Riggs, NLM
David Schneider, NHLBI
Pat Seidel, OD/OLAO/ASRB
Cole Stathes, OD/OLAO/SAPB
Laurie Weker, OD/OLAO/DAP

The minutes from the December 19th meeting were approved as read.

Simplified Acquisition Best Practices Guide

In FY01, SAC members agreed to develop a “Simplified Acquisition Best Practices Guide” for the NIH purchasing community as a resource based on topics presented at future SAC meetings. Those topics included: JOFOC’s, Small Business/653/Hubzone, Commercial Items, Buy American and EDI. SAC members from the different IC’s were asked to take the lead on a particular topic and prepare a presentation. These topics were put on hold in FY01 and need to be rescheduled for FY02. Additional suggested topics include FedBiz Ops and GSA Schedules. Volunteers are needed for these presentations, as well as suggestions for other topics of interest. Please e-mail Sue Kaminski if you wish to volunteer. This issue will be pursued at the April meeting.

Laurie introduced the first speaker for the meeting: Patricia Haun, Purchasing Agent, NIDDK. Trish presented the procedures for awarding an “option” purchase order. “Options” was the first topic rescheduled as part of the Simplified Acquisition Best Practices Guide. Trish supplied members with a handout listing the seven steps for awarding an option purchase order, and an

example of a complete Service Option and Supply Option. An option purchase order may be awarded for orders up to \$100,000 or for a commercial purchase up to \$5 million for services and supplies.

SAC Symposium

The SAC Symposium takes place every two years, so the next SAC Symposium will be in 2003. Committee members agreed that it should be held in March, April or May at an off-campus location. After today's meeting, John Best approached Laurie offering to research cost and availability of location sites.

The Purchasing Award Program has always been associated with the Symposium, but past awards have been for the calendar year prior to the Symposium. (In this case, achievements for calendar year 2002). This means that no awards are made for the calendar year following the Symposium. (In this case, calendar year 2001). Committee members agreed the Purchasing Award Program should be an annual event. The nominees and awardees are worthy and deserving of the recognition. The 2001 awardees will be honored at a future FY02 SAC meeting, but will also be recognized at the 2003 Symposium, along with the 2002 awardees. Laurie agreed to look into proceeding with the 2001 nomination packages.

*Update - 2001 nomination packages have been disseminated. If you need a copy or have any questions, contact Sue Kaminiski.

NIH 1105/1102 Staffs

Laurie supplied a handout containing data on the 1105/1102 Series. There is concern about the aging acquisition workforce at NIH and throughout DHHS. It is estimated there will be a big turnover in the next 5 to 10 years due to the average ages of individuals within each grade in each of the series. Specifically, the majority of the 1105s are Grade 8 and above and over 30 years of age. The average age of a Grade 5 is 34 and the average age of a Grade 10 is 48. In the 1102 series, the average age of a Grade 7 is 33 and the average age of a grade 15 is 53. The 1105 and 1102 series are not being populated by younger staff. An AMC Subcommittee will be sending a survey to all 1105s, 1106s and 1102s in the near future. They are also developing initiatives to publicize these fields and market careers in them to students and others interested in getting into the Government.

NBRSS/Update

The target date set for the Acquisition component is February 2004. At some point, Jim Marx and Dorann Penney will give the SAC members a on-hands demo of the Acquisition component. Laurie supplied the members with a handout of the "Frequently Asked Questions About the NBRSS", and web address (<http://NBS.nih.gov>) for those that wish to find out more about the NBRSS project.

Acquisition Restructuring

Laurie supplied a handout dated 2/12/2002 entitled "NIH Action Plan for Procurement Consolidation and Restructuring". This action plan was submitted to DHHS, but no final word has been received from the Department on NIH's acquisition restructuring. In the plan NIH maintains that its acquisition success is due, at least in part, to having contracting staff within an IC. This gives the contracting staff an intimate knowledge of the programs they are supporting and allows for a high quality of acquisition service.

Automating the Posting Function

Laurie, at the request of Diana Mukitarian, initiated a discussion on posting solicitations between \$10,001 and \$25,000 on e-PIC in lieu of putting paper copies on bulletin boards. This would allow anyone within NIH and outside NIH to look at the list of requirements at their convenience, and without having to physically go and scout out all the NIH bulletin boards. The automation would be set-up so the posted requirements self delete after 10 days. The members would like to invite Diana to speak at a future meeting because they have a lot of questions. Who would manage this system? Do the requirements have to be routed through SBO, which could create a time delay? Does this mean more work for the purchasing staff? What happens to requirements that have attachments, NSNs or ISBNs?

The next meeting is scheduled for Wednesday, April 17, 2002, at 9:30 am in Building 6001, Room "A1/A2".